

VACANCY ANNOUNCEMENT

CONTRACTS & PROCUREMENT SPECIALIST (Goods and services)

Duration: December 31st, 2023 with possibility for extension.

Expected start: January 15th, 2023, subject of successful hiring process.

Weekly working hours: 40 (full time position)

FIELD OF ACTIVITY:

Under the supervision of the Head of Finance and Administration, the Contracts and Procurement Officer shall be responsible for timely and compliant with the GIZ P+R (Processes and Rules), procurement of goods and services for the GIZ office and GIZ-assisted projects/programs and tight management of contracts, preparation of Local Subsidy contracts and Financing Agreements in line with GIZ standards (P+R), advising and supporting colleagues and partners towards correct adherence to procurement rules and regulations and selection of proper procurement process.

TASKS:

- Preparing and conducting complete procurement process for purchasing of goods from local suppliers and services from local consultants, consulting companies or providers of services;
- Preparation of financing agreements, local subsidies with partner organizations as well as initial approval of the commercial and eligibility check;
- Administer contracts, purchase orders and agreements while maintaining accurate and complete procurement files;
- Maintenance of CoSoft (Contracts Software SAP Module) and Prosoft (Procurement Software SAP Module) data in a timely and accurate manner;
- Supporting and advising internal clients in conducting processes in line with the rules and regulations and delivering proper documentation and data needed for correct process execution;
- Negotiate with suppliers to obtain prices, delivery or most favorable conditions;
- Checking the plausibility of the respective Terms of reference;
- Responsible for the entire contract finalization process including filing of all relevant digital and original hard copy contract documents according to P+R;
- Proper digital archiving of entire procurement database;
- Communicating with the corresponding person in Headquarters of GIZ to solve problematic or not clear contract cases;
- Focal point in audit preparation for procurement related topics;
- Liaise with staff at all levels to ensure customer satisfaction;
- Regular analysis (cross-check of CoSoft and ProSoft reports) and monitoring regarding open purchases, outstanding dues, deliveries, payments, etc.; follow-up (in cooperation with the project/office staff and the accountants);

- Conduct market research on demand;
- Manage relationships with other colleagues, partners and relevant stakeholders, plan all deliverables and activities, review their progress and address deviations in terms of timelines and quality;
- coordinating effectively with colleagues in the administrative division and with procurement officers from the Region and the Head Office.

Administrative services:

- Preparing surveys (honoraria raster study, market research, etc)
- Updating the Office Handbook chapters ref. procurement and contracting
- Preparing lease agreements and consequent addendums
- Follow-up on duration, terms and conditions, etc. on consulting contracts for the Office and framework contracts;
- Additional administratively relevant duties as part of the administrative team.

In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

DATA PROTECTION: It is the responsibility of the Post holder to ensure that the actual requirements for compliance with the Data Protection legislation are met.

REQUIRED PROFILE:

- Successfully completed studies in the field of finance, business administration, technical or additional adequate studies;
- At least 3 years of professional experience in a same or a similar position;
- Profound understanding of the contracting and procurement processes and principles, in depth knowledge of the local context, law on public procurement and PRAG;
- Fluency in Macedonian and English languages is a requirement. Possessing good German language skills is considered as advantage;
- Proper set of digital literacy skills, good working knowledge of modern computer systems, experience in using ERP systems would be considered an advantage;
- Good communication and negotiation skills;
- Good micromanagement, proactive in the permanent effort for improvement of processes. Taking over ownership and responsibility for additional tasks and duties;
- Loyal and reliable team player.

We offer a contract of limited duration until 31.12.2023 with possibility for extension, under local/national regulations. Employment is planned to start from 15th of January, subject of successful completion of the hiring process.

How to apply: Applications should be submitted by e-mail to hr-nordmazedonien@giz.de consisting of:

- a letter of interest, limited to 1 page standard 12 font size and 1.0 spacing, explaining your motivation and your belief that you are the right candidate for the job;
- a detailed CV in English using the 'European Curriculum Vitae Format';

Subject of the e-mail should consist of:

Job Application – Contract and Procurement Specialist (YOUR INTITALS)

Deadline for receiving of applications is 12th December 2022.

Note:

- Applicants will be short-listed based on their application. ONLY short-listed candidates will be invited for a written test. The most successful candidates will be invited for an interview.
- Applications are requested to be sent in Microsoft word or PDF format. Applications with download-links cannot be considered.
- GIZ is an equal opportunity employer and welcomes applications from all interested groups without any discrimination!